

MEMORANDUM FOR: (Head of Operating Component)

SUBJECT: Fitness Report Questionnaire

1. The attached transmittal list indicates the employees under your jurisdiction for whom the first Fitness Reports are required under the provisions of the recently issued Regulation [REDACTED] F12584A Reports. In connection with installing this new system of evaluation, questionnaires have been prepared which are to be completed by rating officials during the initial phase of this procedure.

2. The attached Fitness Report Questionnaire (Form No. 45b) has been designed to provide data for the study and improvement of the Fitness Report. I am requesting your cooperation in having this Questionnaire filled out and returned to this Office at the same time that this group of Fitness Reports are completed. The instructions for completion of the Questionnaire are contained within it.

3. You are requested to have supervisors, under your jurisdiction, who are required to prepare Fitness Reports for employees indicated on the attached transmittal list, complete one of these questionnaires also. Only one questionnaire should be completed by a supervisor and that only after he has completed a Fitness Report. Extra copies of the Questionnaire, along with those completed by supervisors, should be returned to the Office of Personnel with the completed Fitness Reports.

4. It is anticipated that, with the cooperation of you and supervisors under your jurisdiction, the reaction of the user to the Fitness Report will be most useful in developing an excellent evaluation instrument.

[REDACTED] 25X1A
Assistant Director for Personnel

Attachment